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FOR

YOUR INFORMATION

Vol. I No. 6

FROM THE PRESIDENT



December 13, 1962

Faculty-Staff Meeting--Christmas Luncheon

A meeting of the faculty and staff will be held in the College cafeteria on Wednesday, December 19, at noon.

You are invited to be a guest of the College at an informal "turkey and all the trimmings" luncheon, following which we will have a brief opportunity for announcements and College business. Our efficient cafeteria staff will start serving at 12:00 o'clock.

"Merry Christmas" will be the theme of the luncheon and the meeting. I am looking forward to our fellowship on this occasion.

Mail Delivery During Holiday Period

Departmental mail service will be suspended from Wednesday afternoon, December 19, until Wednesday, January 2, 1963.

The President's outer office will be open each day except Christmas and New Year's Day. Those who may wish to pick up personal mail may do so anytime before 4:00 p.m.

The post office will be open from 8:00 a.m. until 10:00 a.m. and from 2:30 p.m. until 4:00 p.m., Monday through Friday, and from 8:00 a.m. until 10:00 a.m. on Saturday.

Schedule for Administrative Offices

All administrative offices will be closed on Christmas Day and New Year's Day. They will be open on other days until 4:00 p.m. except Saturday, when they close at noon.

Business Office Announcement

Our outstanding Business Manager and staff continue to keep us in good favor with the appropriate agencies.

I am pleased to tell you that salary checks will be ready for distribution in the Business Office prior to Christmas. Those of us who can use a little boost in filling the Christmas stocking a little fuller may wish to take advantage of this thoughtful gesture.

Sabin Polio Vaccine No. 2

Sabin Vaccine No. 2 will be distributed next Tuesday, December 18, between the hours of 12:30 p.m. and 4:00 p.m. in the lobby of the Student Center. All students and faculty and staff members are urged to take advantage of this opportunity.

Reminder

For those who prefer, you still may--

Join KEA for 1962-63
Contribute to the UGF

A Cup of Cheer

The annual Christmas Eve open house will be held in the President's Office on Monday morning, December 24. I hope that many of you can come by for coffee, egg nog, and cake so that I may personally wish you a Merry Christmas. To those whom I will not have the pleasure of seeing on that day-- "Merry Christmas and a Happy New Year" to you and yours.

Kelly Thompson